Trinity Verify

Release 1.1

User Manual

June 2013

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Document Release Note

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About this Document

Purpose

This manual presents the functional capabilities of the Trinity Verify application, and contains the procedures that are needed for using Trinity Verify. Additionally, this manual provides information on the browser requirements needed to run the Trinity Verify application.

Intended Audience

This manual is intended for all users of the Trinity Verify application who need to verify certificates issued by Trinity College London.

Organisation of this Document

Information in this document has been organised as follows:

Table 1: Organisation of the Document

Chapter	Description
Introduction	Describes application features, types of users, roles and their authorities
Getting Started	Describes generic login and logout functionalities
Understanding the Trinity Verify Application	Describes the header, footer and navigation bar of the application in general
Managing Candidates	Describes how to search for a candidate with different search parameters and view or update candidate details
My Profile	Describes how to view your profile, update it and change password
Managing Users	Describes how Super Users and managers can search for other users, update and create user profiles

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1. Introduction

Trinity Verify enables the verification of Trinity Certificates presented by candidates. Trinity Verify is integrated with Trinity internal applications to provide the most recent data available. This application will also help your organisation's Super Users and managers to create users. However, the number of users should be limited to ensure security of the system.

1.1. Features of the Trinity Verify Application

The following are the main features of the Trinity Verify application. Further details of the features are provided in later sections.

- Search for candidates using different search parameters
- View candidate details
- View my profile
- Search for users
- Create and modify users

1.2. User Roles and Access Rights

This section describes the roles and associated access rights of various users supported by the Trinity Verify application.

Table 2: User Roles and Access Rights

Access Rights	Roles		
	Super User	Manager	User
Candidate Search	Y	Y	Y
Candidate Details View	Y	Y	Y
My Profile	Y	Y	Y
User Search	Y	Y (Only for users under the manager)	N
Create/Update Users	Y	(Only for users under the manager)	N
Delete/Suspend Users	Y	(Only for users under the manager)	N

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2. Getting Started

Access to Trinity Verify is limited to authorised users only. To gain access, a User ID and password is required. User accounts are set up by a relevant manager.

2.1. Browser Compatibility

The Trinity Verify application is compatible with the following browsers:

- Internet Explorer 8.0
- Internet Explorer 9.0
- Firefox 17 and later
- Google Chrome 25 and later

2.2. Logging on for the First Time

If you are logging on to the application for the first time:

1. Go to https://trinityverify.trinitycollege.co.uk. The Trinity Verify login page opens.
2. Enter your **User ID**. This should be your email address used to create your user profile.
3. Enter your temporary password (you will have received this in an automatic email when your user account was set up). The Change Password page opens. (Figure 1).

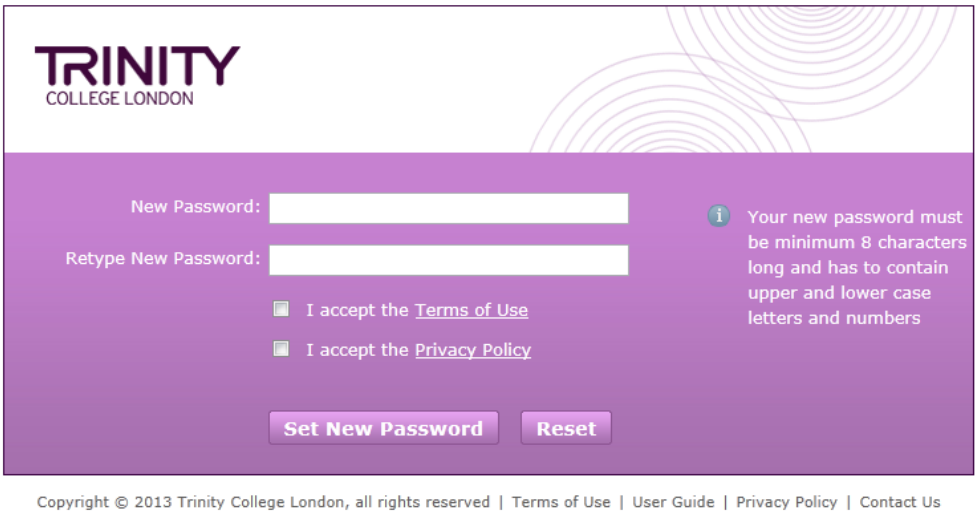
TRINITY
COLLEGE LONDON
New Password:
Retype New Password:
I accept the Terms of Use
I accept the Privacy Policy
Set New Password
Reset
Your new password must be minimum 8 characters long and has to contain upper and lower case letters and numbers
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Figure 1: First Time Login-Change Password Page

4. Follow the screen instructions to enter and re-enter the new password.
5. Select **I accept the Terms of Use** and **I accept the Privacy Policy**.

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6. Click **Set New Password** to set the new password for your **User ID**. Your new password is saved.

2.3. Logging On

To log on to Trinity Verify:

1. Go to https://trinityverify.trinitycollege.co.uk. The Trinity Verify login page opens.
2. Enter your **User ID** and **Password**.
3. Click **Log In**. The Trinity Home page appears.

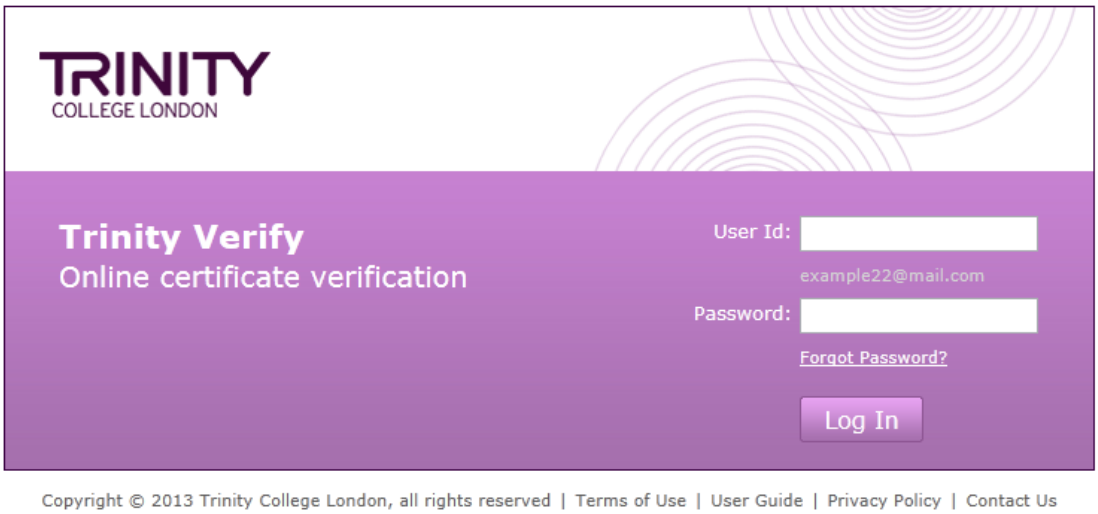

Figure 2: Login Page

2.4. Logging Out

To log out of the application, click **Logout** in the header of any page. The **Log In** page appears.

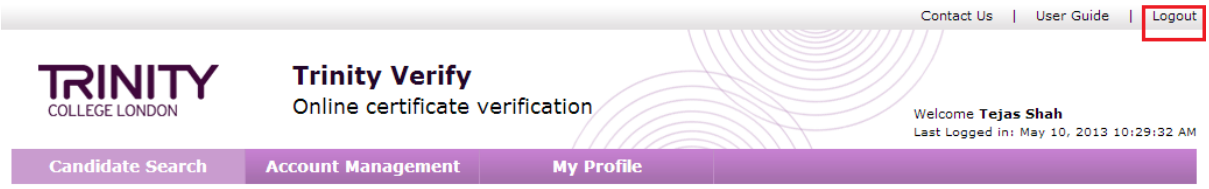

Figure 3: Logout

Note: A user is automatically logged out after being inactive for 30 minutes.

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2.5. Recovering a forgotten Password

To recover your password:

1. Click **Forgot Password?** in the Trinity Verify login page. The **Forgot Password** page (Figure 4) appears.

2. Enter your **User ID** and click **Submit**. A new temporary password is sent to your email address. A pop-up message informs that this has happened. The Login page (Figure 2) appears.

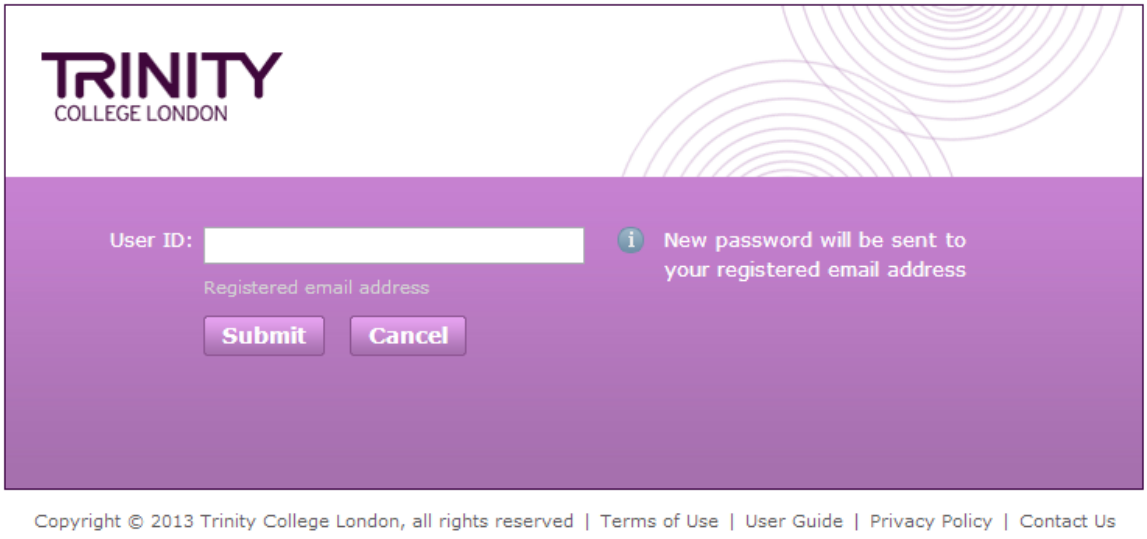
TRINITY
COLLEGE LONDON
User ID:
Registered email address
Submit
Cancel
New password will be sent to your registered email address
Copyright © 2013 Trinity College London, all rights reserved | Terms of Use | User Guide | Privacy Policy | Contact Us

Figure 4: Forgot Password Page

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3. Understanding the Trinity Verify Application

This section lists the overall structure of the web page and where to locate the information.

3.1. Top Navigation Bar

The Top Navigation Bar appears as follows:

Figure 5: Top Navigation Bar

Table 3: Top Navigation Bar

Menu	Description
Candidate Search	Opens the candidate search page.
Account Management	
User Search	Opens the user search page.
Create New User	Opens a page for setting up new users
My Profile	Opens profile page, where user profile details can be updated.

3.2. Page Header

The Page Header appears as follows:

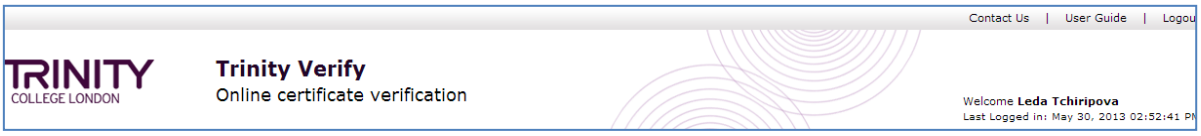

Figure 6: Header

Table 4: Header

Header Item	Description
Contact Us	Provides contact details of Trinity's Examinations Security Officer, who can help with any technical issues with the application.
User Guide	Opens the user guide for the application.
Logout	Logs out the logged in user.
Welcome Message	Shows the user name and the last logged in date and time.

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3.3. Page Footer

The Page Footer appears as follows:

Figure 7: Footer

Table 5: Footer

Footer Item	Description
Copyright Statement	Shows Trinity's copyright statement.
Terms of Use	Opens the terms of use for the application.
Privacy Policy	Opens the privacy policy document.

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4. Managing Candidates

This is the primary function of the Trinity Verify application. This helps you to search for a candidate based on different search criteria and look up the candidate details in the subsequent pages. All users will have access to this page.

4.1. Searching for an Existing Candidate

To search for an existing candidate:

1. Log on to the application.
2. Click **Candidate Search** in the top navigation bar. The **Search Candidate Data** page appears.

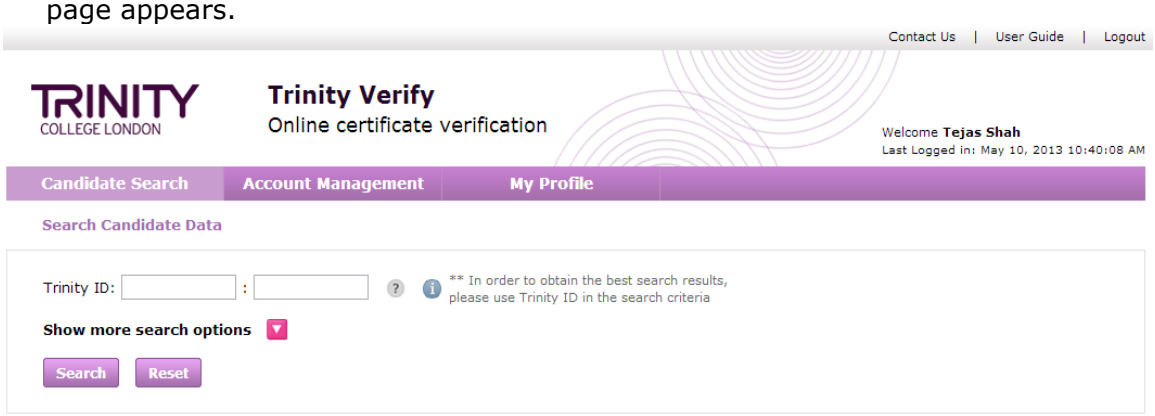
Contact Us | User Guide | Logout
TRINITY COLLEGE LONDON
Trinity Verify
Online certificate verification
Welcome Tejas Shah
Last Logged in: May 10, 2013 10:40:08 AM
Candidate Search
Account Management
My Profile
Search Candidate Data
Trinity ID:
** In order to obtain the best search results, please use Trinity ID in the search criteria
Show more search options
Search
Reset

Figure 8: Basic Search Page

3. Enter the **Trinity ID**. As shown on Figure 8, this is the number found under the **Qualification accreditation details** on a Trinity certificate (Figure 9) in the format: <n-nnnnnnnn:n-nnnnnnnnn> or <nnnnnn:nnnnnnnn>

   Note: To obtain the best search results, always use this Trinity ID.

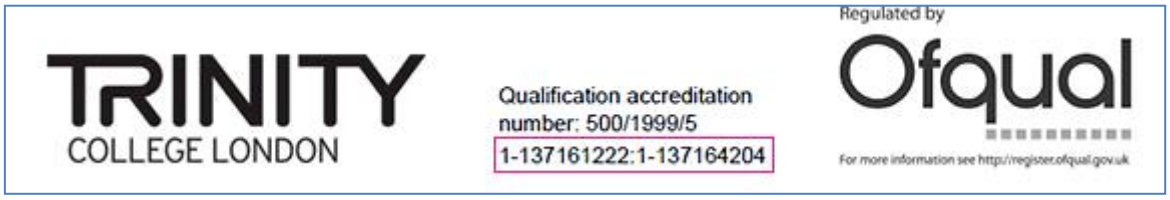

Figure 9: Trinity ID Explanation

4. Click **Search.** The search results appear in a table (see Figure 10).

   Note: Click **Reset** to clear all fields in the search criteria.

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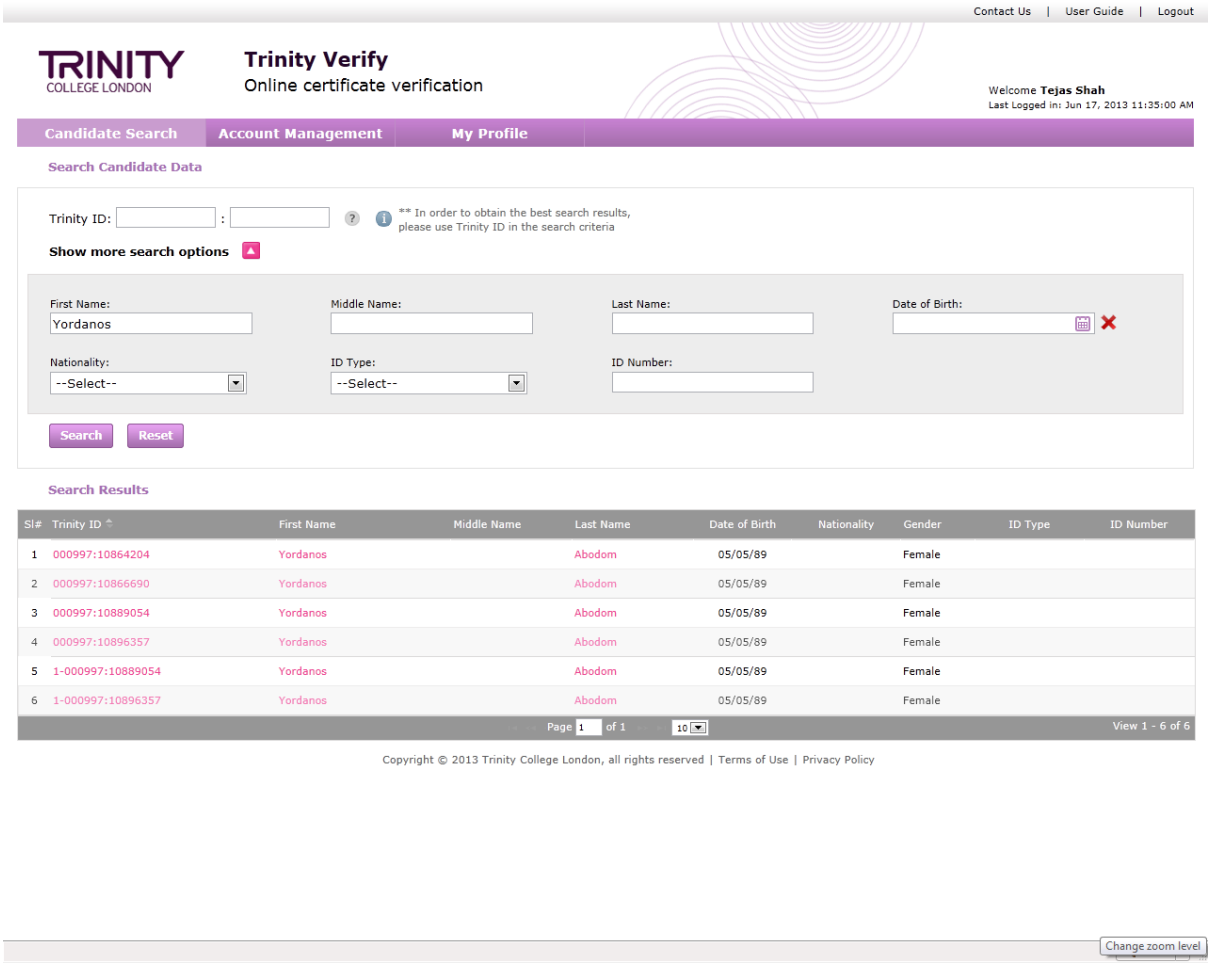
Contact Us | User Guide | Logout
TRINITY COLLEGE LONDON
Trinity Verify
Online certificate verification
Welcome Tejas Shah
Last Logged in: Jun 17, 2013 11:35:00 AM
Candidate Search
Account Management
My Profile
Search Candidate Data
Trinity ID:
** In order to obtain the best search results, please use Trinity ID in the search criteria
Show more search options
First Name:
Yordanos
Middle Name:
Last Name:
Date of Birth:
Nationality:
--Select--
ID Type:
--Select--
ID Number:
Search
Reset
Search Results
Sl# Trinity ID First Name Middle Name Last Name Date of Birth Nationality Gender ID Type ID Number
1 000997:10864204 Yordanos Abodom 05/05/89 Female
2 000997:10866690 Yordanos Abodom 05/05/89 Female
3 000997:10889054 Yordanos Abodom 05/05/89 Female
4 000997:10896357 Yordanos Abodom 05/05/89 Female
5 1-000997:10889054 Yordanos Abodom 05/05/89 Female
6 1-000997:10896357 Yordanos Abodom 05/05/89 Female
Page 1 of 1 10
View 1 - 6 of 6
Copyright © 2013 Trinity College London, all rights reserved | Terms of Use | Privacy Policy
Change zoom level

Figure 10: Search Results

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The search results provide the following information.

Table 6: Search Results

Field Name	Field Description
Sl#	This is a numeric record number.
Trinity ID	Trinity ID matching the search criteria. Click the Trinity ID to view the candidate details.
First Name	First name of the candidate. Click the first name to view the candidate details.
Middle Name	Middle name of the candidate (if available).
Last Name	Last name of the candidate. Click the last name to view the candidate details.
Date of Birth	Date of birth of the candidate in DD/MM/YY format.
Nationality	Nationality of the candidate (if available).
Gender	Gender of the candidate (if available).
ID Type	Identification Document type of the candidate (if available).
ID Number	Identification Document number of the candidate (if available).

Note:

- The table can be sorted based on columns. To sort a column, click on the corresponding column header.
- If there is only one record for the search criteria, no search results table is displayed and the Candidate Details page appears directly.

Table Navigation: At the footer of the Search result table; there are buttons for page navigation and number of records to be displayed per page.

Figure 11: Search Results Table Navigation

- Select the number of records per page from the drop-down list to change the record count per page.
- Click to explore the next set of rows or click to view the previous set of rows within the search results for the given criteria.
- Click to move to the last page, and for the first page of the search result.

4.2. Searching Candidates using Advanced Options

To search for an existing candidate using advanced search options:

1. Log on to the application.
2. Click **Candidate Search** in the top navigation bar. The **Search Candidate Data** page appears.
3. Click the icon besides **Show more search options**. The advanced search fields appear.

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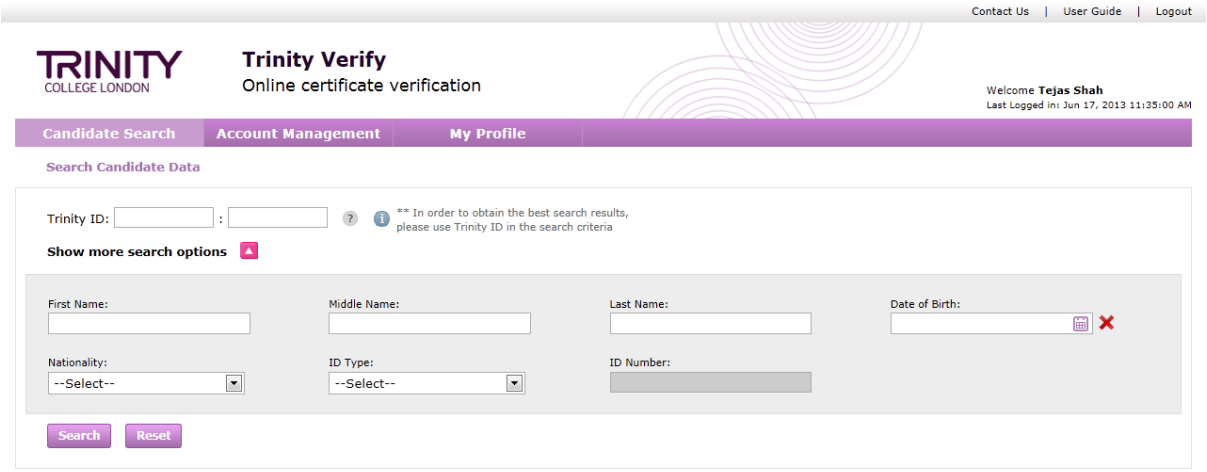

Figure 12: Advanced Search Options

The following table provides the names and descriptions of the Advanced Search Options fields

Table 7: Advanced Search Options

Field Name	Field Description
Trinity ID	Enter the Trinity ID, which is found under the Qualification accreditation details on the Trinity certificate.
First Name	Enter the first name of the candidate.
Middle Name	Enter the middle name of the candidate.
Last Name	Enter the last name of the candidate.
Date of Birth	Select the date of birth from the date picker. Use the button to reset the Date of Birth field to blank.
Nationality	Select the nationality of the candidate.
ID Type and ID Number	Select the ID Type and Enter the ID Number. These two fields should be used together, that is, if you select an ID Type but do not enter the ID Number then the search results do not appear.

4. Provide details for any of the following fields :

   - TRINITY ID
   - First Name
   - Last Name
   - Date of Birth
   - ID Type and ID Number

   Note:

   - You can also use a wild card for partial searches. The wild card symbol for Trinity Verify is '%'. For example, a search for all candidates whose last name starts with 'Sm' would entail typing in 'Sm%' in the **Last Name** field. The results from this search will contain all candidates whose last name is Smith, Smithson, etc.
   - Click **Reset** to clear all fields in the search criteria.

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- Click Search. The search results appear in a table. If there is only one record for the search criteria, no search results table is displayed and the Candidate Details page appears directly.

5. Viewing Candidate Details

This functionality helps you to view the candidate details.

To view candidate details:

1. Log on to the application.
2. Click **Candidate Search** in the top navigation bar. The **Search Candidate Data** page appears.
3. Enter the **Trinity ID**.
4. Click **Search.** The search results appear in a table.
5. Click the **Trinity ID, First Name or Last Name** of the candidate. The **Candidate Details** page appears.

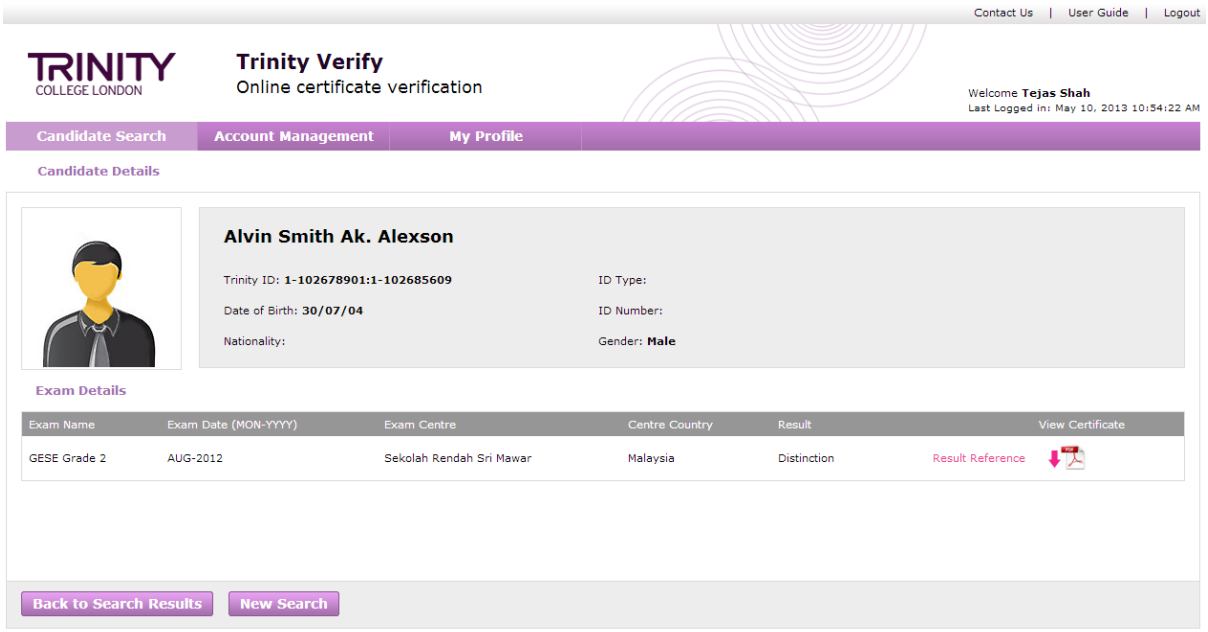

Figure 13: Candidate Details Page

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Table 8: Candidate Details Page

Field Name	Field Description
Candidate Picture	In the future, a picture of the candidate will appear in this space.
Candidate Name	Candidate name.
Trinity ID	Trinity ID of the candidate.
Date of Birth	Date of birth of the candidate.
ID Type	Identification Document type of the candidate.
ID Number	Identification Document number of the candidate.
Nationality	Nationality of the candidate.
Gender	Gender of the candidate.
Exam Name	Qualification title that the candidate appeared for.
Exam Date	Date when the candidate appeared for the exam. It is in MMM-YYYY format.
Exam Centre	Name of centre from where the candidate appeared for the exam.
Centre Country	Country where the exam centre is located.
Result	Shows the exam result (e.g. pass, merit, distinction).
View Certificate	Click to view or download the certificate.
Result Reference	Click to view the explanation of the results of the corresponding examination.

Note:

- To go to the previous page, click **Back to Search Results**.
- To start a new search, click **New Search**.

4.3. Offline Verification Process

There is an offline verification process for qualifications that cannot be verified using the Trinity Verify system. All qualifications that cannot be validated on Trinity Verify must be referred, in writing, to Trinity using the Offline Verification Process. The email address for the Offline Verification Process is: ESOL.Investigations@trinitycollege.co.uk

To refer a qualification using the Offline Verification Process, either:

- Scan and email a copy of the certificate(s)

Or:

- provide as many of the following details as possible:

- TRINITY ID
- First Name
- Last Name
- Date of Birth
- ID Type and ID Number
- Qualification Name and Level

Once the verification checks have been completed, Trinity will send a written response usually within 24 hours of the receipt of the request.

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5. My Profile

This helps you to update your own profile and change your password, if required.

5.1. Updating Profile Details

1. Log on to the application.
2. Click **My Profile**. The **My Profile** page appears.

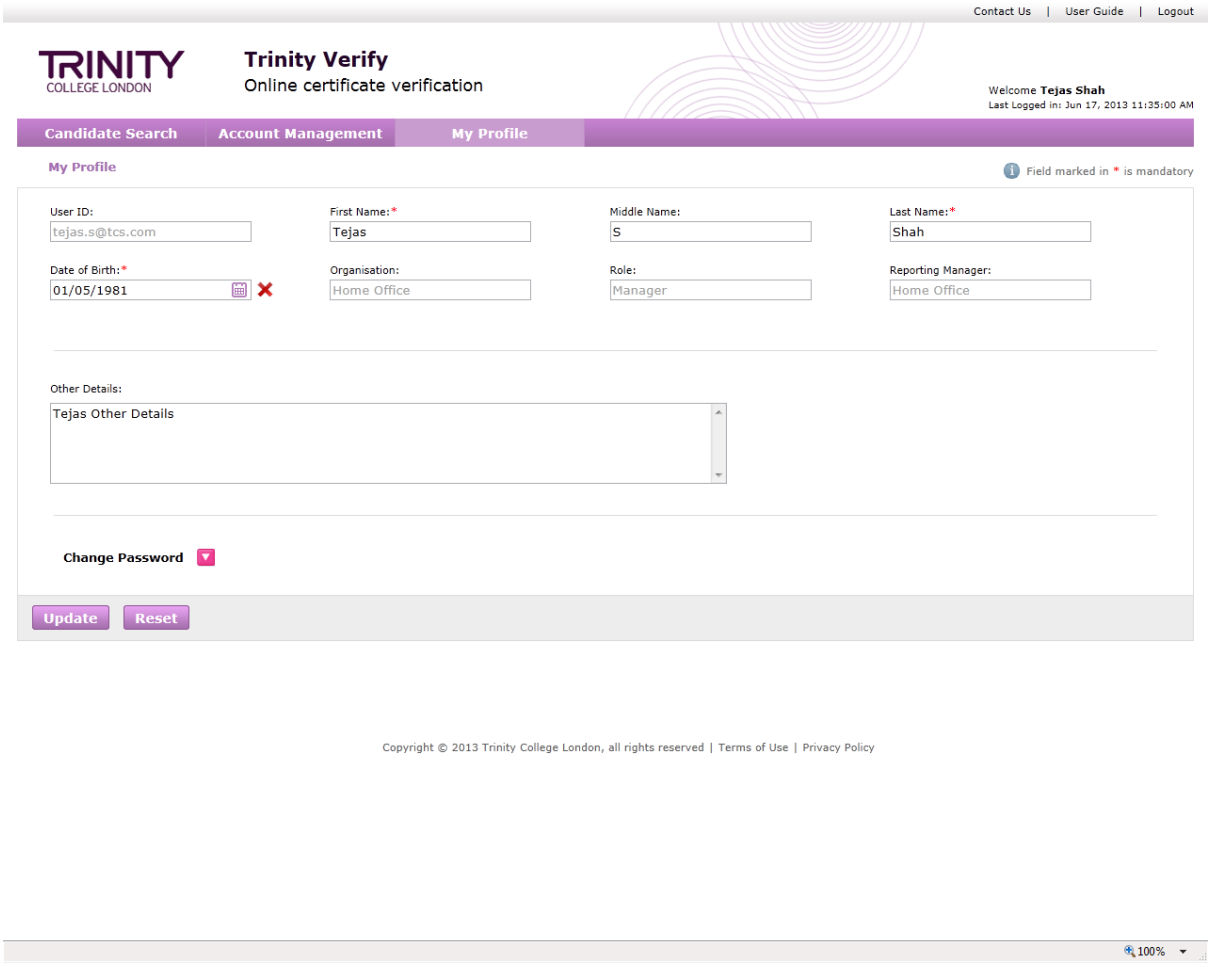

Figure 14: My Profile Page

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Table 9: My Profile Page

Field Name	Field Description
User ID	Registered email address of the user. This is a non-editable field.
First Name	First name of the user.
Middle Name	Middle name of the user.
Last Name	Last name of the user.
Date of Birth	Date of birth of the user.
Organisation	The name of the organisation where the user works.
Role	Role of the user in the Trinity Verify application. This is a non-editable field.
Reporting Manager	Name of the manager the user reports to. Only Super Users can edit this field.
Other Details	Any other details.

3. Make any required changes and click **Update** to save.

5.2. Changing Password

To change your password:

1. Log on to the application.
2. Click **My Profile**. The **My Profile** page appears.
3. Click beside the **Change Password**. The following fields appear:

   - New Password
   - Retype New Password

4. Enter the password in **New Password**.
5. Retype the same in **Retype New Password.**
6. Click **Update Password** to set your new password.

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6. Managing Users

This function is only available for Super Users and Managers. Managers can only search for users reporting to them while Super Users can search for all users in the entire organisation.

6.1. Searching for a User

To search for an existing user:

1. Log on to the application.
2. Click **Account Management** in the top navigation bar.
3. Select **User Search** from the drop-down menu. The **User Search** page appears.

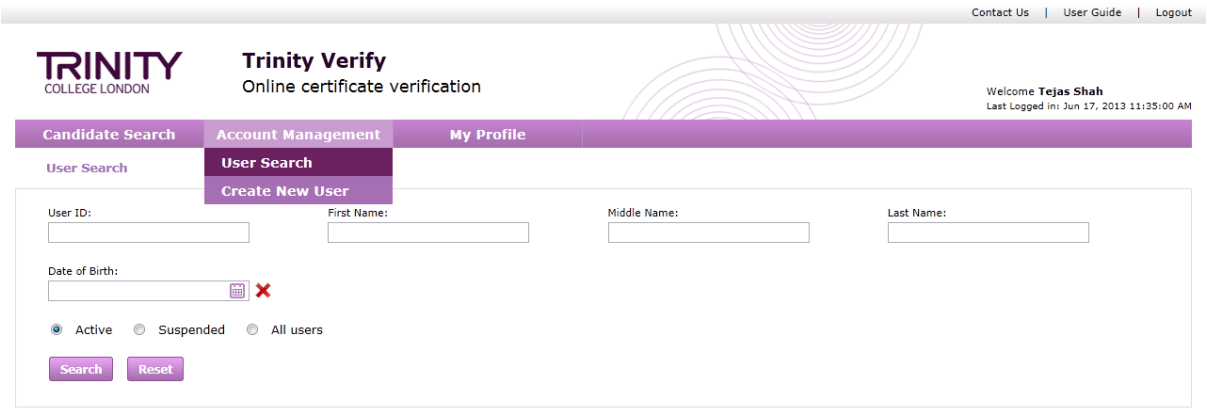

Figure 15: User Search Page

Table 10: User Search Page

Field Name	Field Description
User ID	Registered email address of the user.
First Name	First name of the user.
Middle Name	Middle name of the user.
Last Name	Last name of the user.
Date of Birth	Date of birth of the user. Use the ✖ button to reset the Date of Birth field to blank.
Active	Select if searching for an active user.
Suspend	Select if searching for a suspended user.
All User	Select if searching for both active and suspended user.
Role	This is the user role and applicable only for Super Users.

4. Enter details into the appropriate field and click **Search**. The search results appear in a table. If the search yields a single user, the User Details page is displayed directly.

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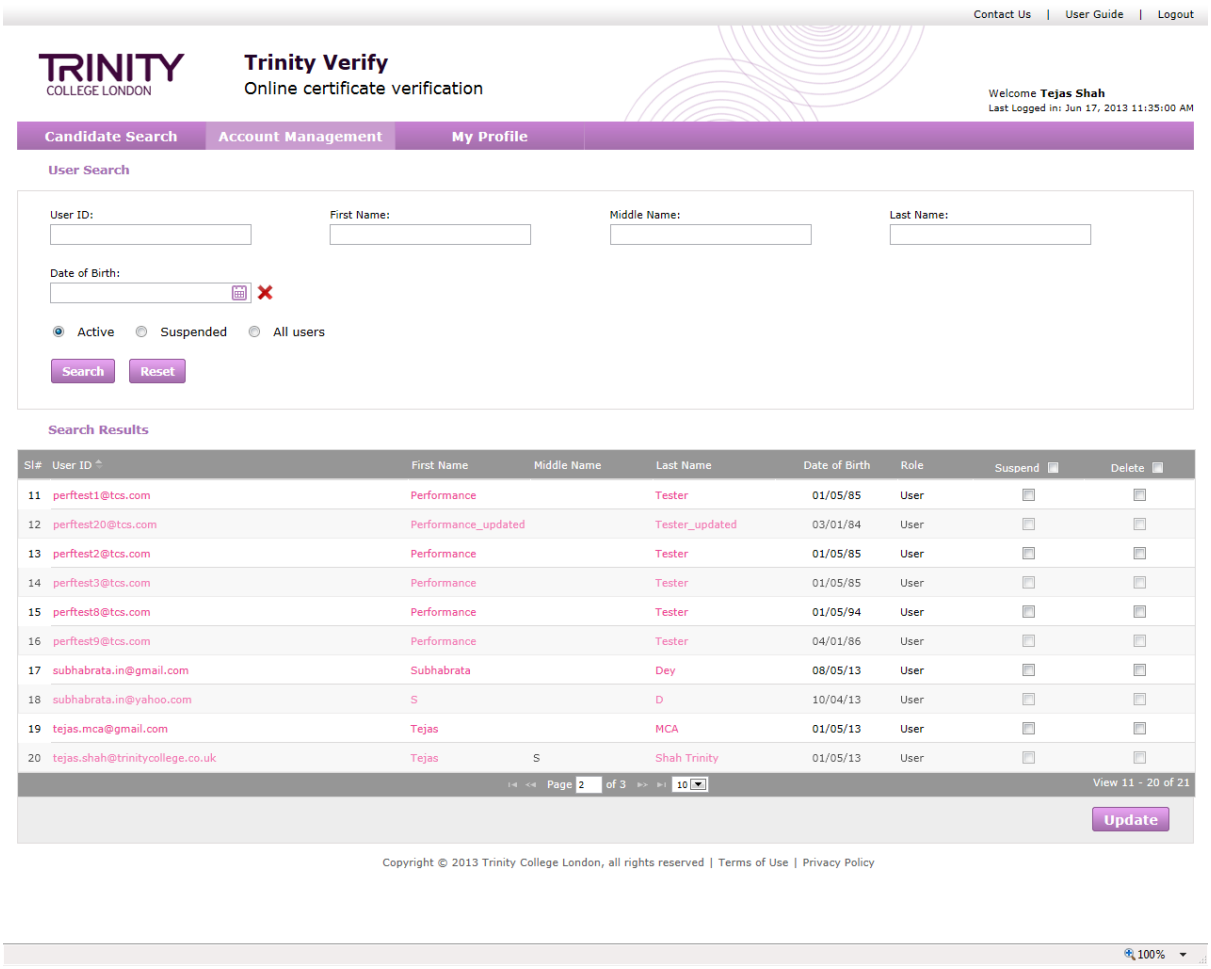

Figure 16: Full User Search with Search Results

Table 11: Search Results

Field Name	Field Description
SI#	This is a record number.
User ID	User ID matching the search criteria. Click the User ID to view the user profile.
First Name	First name of the user. Click the first name to view the user details.
Middle Name	Middle name of the user.
Last Name	Last name of the user. Click the last name to view the user details.
Date of Birth	Date of birth of the user in DD/MM/YYYY format.
Role	Role of the user.
Suspend	Indicates whether the user is suspended or active. Select check box if the user is suspended or clear the check box if the user is active.
Delete	Select the check box to delete the user from the system. The details of the deleted user cannot be recovered later.

5. Make any required changes and click **Update** to save.

Note:

The table can be sorted based on columns. To sort a column, click on the corresponding column header.

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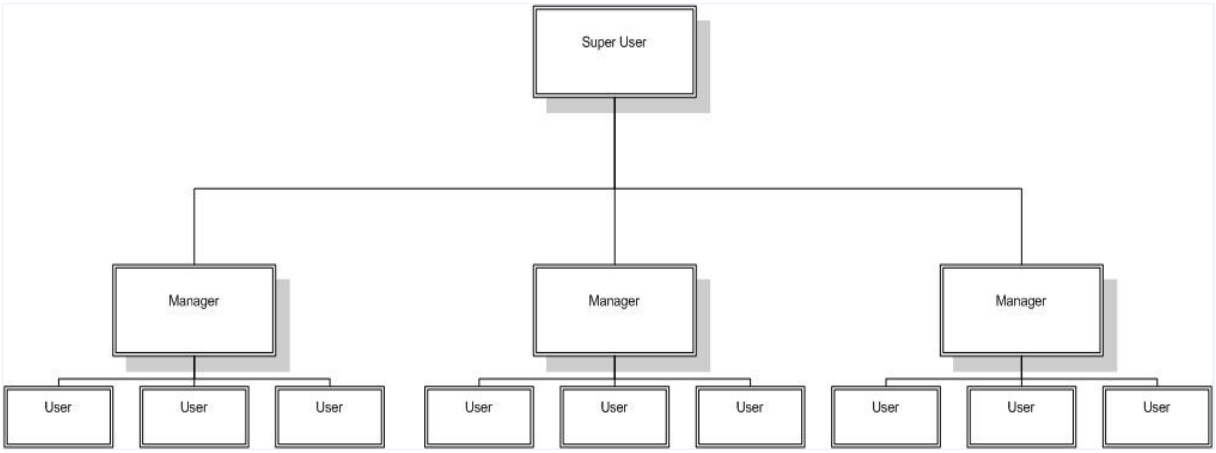
Table Navigation: At the footer of the table there are buttons for table navigation.

Figure 17: Search Results Table Navigation

- Select the number of records per page from the drop-down list to change the record count per page.
- Click to explore the next set of rows or click to view the previous set of search criteria selection.
- Click to move to the last page, and to return to the first page.

6.2. Updating an Existing User

This function allows user details to be updated according to the Trinity Verify user hierarchy.



Only Super Users and Managers can update user profiles. Managers can only update the profiles of their subordinate users.

To update an existing user profile:

1. Log on to the application.
2. Click **Account Management** in the top navigation bar.
3. Select **User Search** from the drop-down menu. The **User Search** page appears.
4. Enter details into the appropriate field and click **Search**. The search results appear.
5. Click the **User ID, First Name** or **Last Name** of the corresponding user in **Search Results**. The **User Details** page appears.

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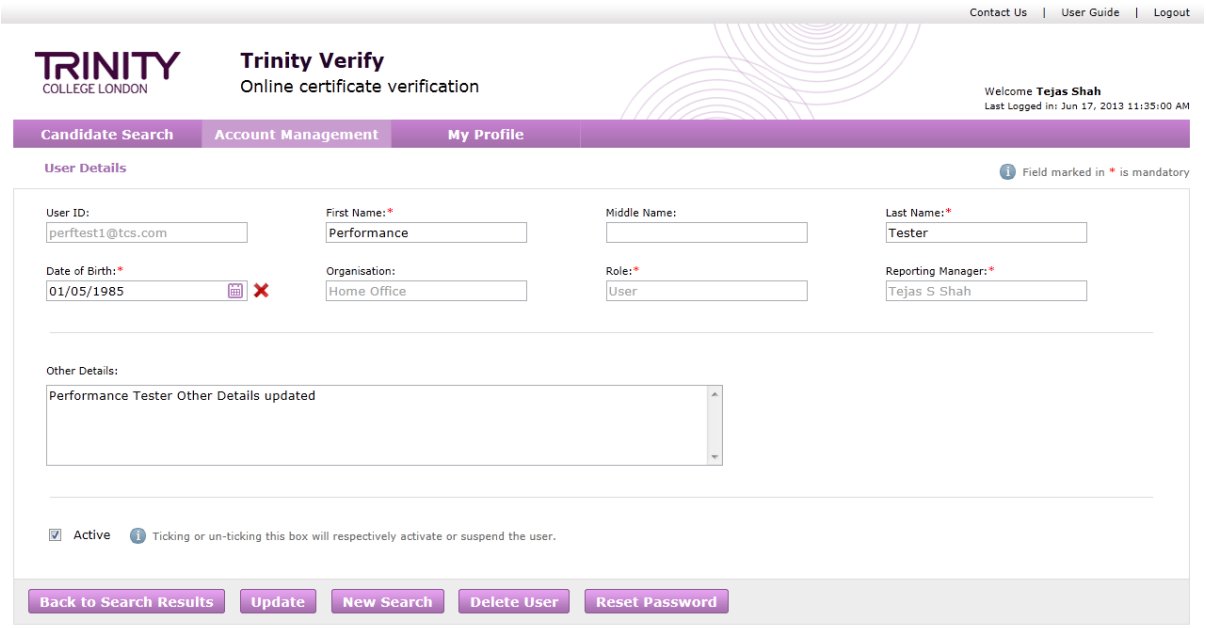

Figure 18: Update User Details Page

Table 12: User Details

Field Name	Field Description
User ID	User ID, which is the registered email address of the user.
First Name	First name of the user.
Middle Name	Middle name of the user.
Last Name	Last name of the user.
Date of Birth	Date of birth of the user. Select the date from the date picker. Use the ✖ button to reset the Date of Birth field to blank.
Organisation	The name of the company where the user works.
Role	Role of the user in the Trinity Verify application. Only Super Users can edit this field. A user can be promoted to a Manager. However, when a manager is demoted to a user, corresponding users under the manager must be removed before demoting the Manager.
Reporting Manager	Name of the user's reporting manager. Only Super Users can edit this field.
Other Details	Any other details.
Active	Select this check box if the user is active and clear it if the user is suspended.

Make any required changes and click **Update** to save.

Note:

- Click **New Search** to start a new search.
- Click **Delete User to** delete the user completely. The user account is removed from the system and cannot be recovered.
- Click **Reset Password** to reset the user's password. A new temporary password is automatically generated and sent to the user's email address.
- The User ID cannot be changed. If the email address which is used as User ID changes, then a new user account has to be set up, using the new email address as a User ID. Once this is done, the old user account can be deleted.

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6.3. Creating a New User

To create a new user:

1. Log on to the application.
2. Click **Account Management** from the top navigation bar.
3. Select **Create New User**. This option is only available for Super Users and Manager Users. The **Create New User** page appears.

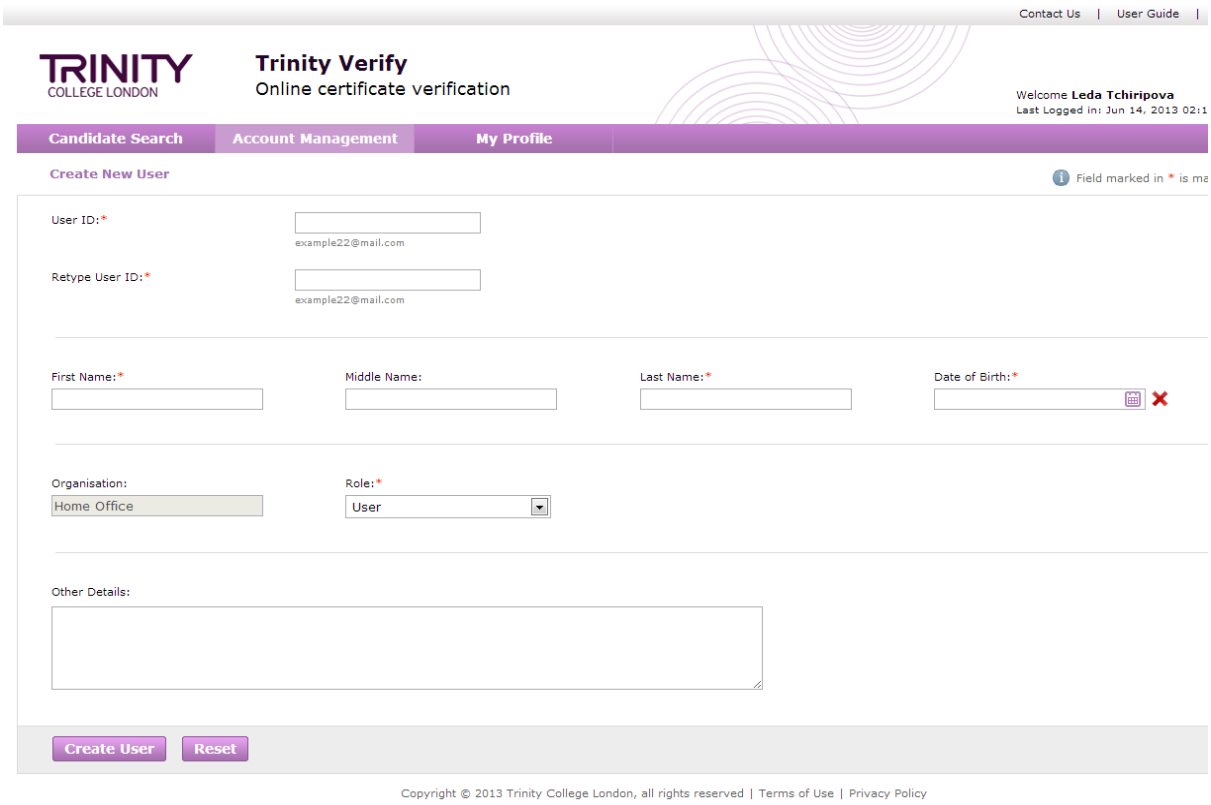

Figure 19: Create New User Page

Table 13: Create New User

Field Name	Field Description
User ID	User ID, which is the registered email address of the user.
Retype User ID	Enter the User ID again to confirm it.
First Name	First name of the user.
Middle Name	Middle name of the user (if applicable).
Last Name	Last name of the user.
Date of Birth	Date of birth of the user. Select the date from the date picker. Use the ✖ button to reset the Date of Birth field to blank.
Organisation	The name of the organisation where the user works. This is a non-editable field.
Role	Role of the user in the Trinity Verify application. Super Users have both Manager and User options. Managers have User options only.
Reporting Manager	Name of the user's reporting manager. This is a non-editable field. Only for Super Users can edit this field.
Other Details	Provide any other details.

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4. Enter details in the relevant fields.
5. Click besides **Reporting Manager**. **Manager Search** pop-up appears.

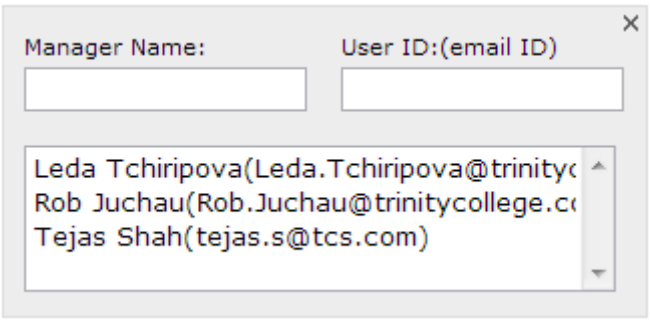

Figure 20: Manager Search Option from Create User page

6. Enter **Manager Name** or **User ID**. Matching names appear.

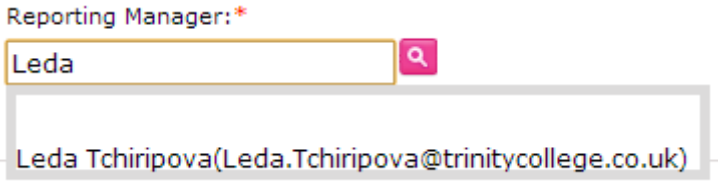

Figure 21: Manager Search type-ahead from Create User page

7. Click **Create User**. An automated email is sent to the user's registered email address with the link to the application and a temporary password.

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